Pre-Admission Screening (PAS) Questions and Answers

Questions and Answers from Hospital ePAS WebEx Session

July 15, 2015

1. *Question*: *Does this mean that patients/families no longer have to sign the DMAS 97 form?*

   Response: Hospital discharge planners provide the patient/authorized rep a paper copy of the DMAS 97 and have the patient/authorized rep sign the paper copy. All signatures (including the patients) are then attested in ePAS (meaning the discharge planner types in the signatures). Paper DMAS 97s are maintained in the patient's case file.

2. *Question: For auditing, purposes if we print from the internet-based form and user, physician and patient signs print out will that satisfy signature requirements.*

   Response: You may have all parties sign hard copies but signatures must also be typed into ePAS or on the excel form and then uploaded in order for the UAI to be processed successfully.

3. *Question: I'm still a bit unclear how the physician signs the 96 with the Excel set-up.*

   Response: The physician may either log onto ePAS and "sign" (type their signature into) the ePAS DMAS 96 or type their signature onto the excel form and when the excel form is uploaded the typed signature will appear in ePAS.

4. *Question: Would it be recommended to use exclusively either the ePAS system or the Excel system instead of combining the two? Since our physicians will not be logging into sign, should we just use the Excel system?*

   Response: You must use one method or another. You cannot do part of a UAI in ePAS and the rest of it on the Excel form. If you do that, it will create a separate record when you upload the Excel form. If your physician chooses not to log into ePAS, then your only option is to complete the UAI using the Excel form and email it to them to type their signature onto the Excel form. The Physician will then email it back to you and you will upload it. The Challenge with using ePAS via the Internet (Direct Access) is that you cannot print the UAI until submitted and you cannot submit until the physician signs.

5. *Question: Can Nurse Practitioners or Physician Advisors sign the 96?*

   Response: No, only licensed Physicians may sign.

6. *Question: Will the hospital be able to see previous PAS assessments completed by other agencies if the need to update arises?*

Response: No, ePAS only allows you to view UAI's created within your NPI that were previously completed via ePAS.

7. *Question: Will we get a user guide at any point?*

   Response: The user guide is available through accessing the Medicaid Web Portal, selecting Provider Resources and then clicking the link below: https://www.virginiamedicaid.dmas.virginia.gov/wps/portal/PreAdmission

8. *Question: If the patient is going to nursing home, will we need to print and send to the facility or will we be able to do this electronically?*

   Response: You will need to print out the successfully processed ePAS and manually provide it to the facility.

9. *Question: While we have done a lot of ePAS, we are not exactly clear on the M.D. signature requirement. We have been discussing this verbally with the physician and then attesting to their signature. It would be helpful to have more education on this on-line piece.*

   Response: You have a few choices regarding the physician signature. (1) The physician may log onto ePAS, review the UAI, and sign the DMAS-96; (2) the physician may review the UAI in the excel format and sign (type his signature) on the excel DMAS-96; or (3) the discharge planner may discuss the UAI with the physician and if he/she is in agreement with the result, he/she can ask the discharge planner to attest to his/her signature. You would be able to do the 3rd option using the excel form (and typing in his/her name) or by directly typing his/her name into the online DMAS-96 in ePAS. It sounds like you are doing the 3rd option with the excel forms. It would not be appropriate to type/sign the physician's name without his/her consent. However, if your physician approves reviewing the document or discussion with the discharge planner and permitting the discharge planner to type in his/her signature than that is acceptable.

10. *Question: Which agency will receive the PAS when "submission of PAS" is selected?*

    Response: Submitting the UAI in ePAS means it is submitted to Xerox only for processing. You must distribute the other documents to LDSS and providers just as you do now. All parts of the UAI package may be printed from ePAS after it has been submitted.

11. *Question: Can we copy and paste into the online version ex: med lists, If pt is in ER and goes home, but had legit ER visit, can we do the UAI, how do we update UAIs that are in use in the community and an update is requested during stay? Do we start a new one?*

    Response: You will only have access to UAIs that you created in ePAS.

12. *Question: If our physician is physically signing the DMAS 96, how do we upload that into ePAS?*

    Response: See answers for Q2 & Q3.

13. *Question: The physician needs to be added as a user in order to submit the DMAS-96?*

    Response: If your physician is willing to log into ePAS to attest, then we recommend this practice, and we do recognize that physician access to ePAS is not practical in many instances.

14. *Question: At the beginning, there was a reference to doing these on excel or direct access. We can use both, correct.*

    Response: Either method is acceptable but you have to select one method per UAI. You cannot do part of a UAI in ePAS and finish it on the excel form.

15. *Question: Also, we have been told nothing about using this new process until today. We are currently using e-discharge to enter our UAIs. Are we still expected to be submitting everything through ePAS when there is no interface yet between the two systems?*

    Response: Efforts are currently underway to develop and test an interface process between EMR's and ePAS. Those hospitals that currently use an EMR to conduct UAI's have been granted an extension until 09/01/15 to work this process out. If you have a question about your hospital's UAI tool, please contact Kristin Collins at Kristin.Collins@vdh.virginia.gov.